

Revenues & Benefits Office  
Newcastle under Lyme Borough Council  
Castle House  
Barracks Road  
Newcastle under Lyme  
Staffordshire  
ST5 1BL



Name: _____	Date: _____
Address: _____	Property Ref: _____
_____	Benefit Ref: _____
_____	Alternate Ref: _____

**APPLICATION FOR DISCRETIONARY PAYMENTS**

**Please read this section carefully:**

Discretionary Payments are additional payments which the Local Authority can make towards your rent or your Council Tax (or both), which can be paid to benefit customers who need more help with their housing costs over and above their benefit award(s).

**Discretionary payments towards your rent are called Discretionary Housing Payments.  
Discretionary payments towards Council Tax are called Council Tax Hardship Payments.**

**In order to qualify you must:**

- Qualify for Housing Benefit **OR** Universal Credit housing costs, if you want help with your rent.
- Qualify for Council Tax Reduction, if you want help with your Council Tax bill.

**Discretionary Payments cannot be awarded for any of the following:**

- Service charges which cannot be covered by Housing Benefit or Universal Credit.
- When your Housing Benefit, Universal Credit and/or Council Tax Reduction payments are suspended or sanctioned, or if you are not entitled to those benefits for the period you want assistance with.

**Discretionary Payments are meant to help you on a short-term basis only. There is no guarantee that you will actually get a payment. How much you get depends entirely on your circumstances. Each case is looked at individually and can be paid for different periods of time.**

**The following things are looked at when making a decision:**

- Your total income and any savings available to you.
- Whether anyone else in your property should be helping you financially.
- Whether you have any loans or debts still to pay.
- Whether you could rearrange your finances to help the situation.
- Whether you or your family have any special circumstances like ill health or disability.
- Whether you have made any attempts to remedy the situation yourself.

The Local Authority may ask you to attend their offices for an interview to support your application. If you are housebound, a member of staff can call at your home. We will contact you to make suitable arrangements.

If you wish to apply for a Discretionary Payment please read, complete and return this form **in full** (if the question does not apply to you, please write 'none' or 'not applicable' in the space). If your application is successful, your payment is usually paid with any Housing Benefit or Council Tax Reduction that you get, although Discretionary Payments are not benefit payments.

## APPLICATION FOR DISCRETIONARY PAYMENT

We can use the details we already hold from your Housing Benefit/Council Tax Reduction claim to support your application. If you are claiming Universal Credit, you must provide your most recent award letter, because we cannot obtain this information from the DWP.

If you **don't** want us to use these details, please tick here:

- If you ticked the above box, you must provide proof of all your income, savings and rent, as well as proof of your expenditure. This application will not be considered without them.
- You can supply whatever additional proofs to us which you think may support your application

### SECTION A – About you and your partner

	You	Your Partner
Title: Mr, Mrs, Miss, Ms		
Surname:		
Other Names:		
Date of Birth:		
National Insurance Number:		
Address:		

### SECTION B – Why you need a Discretionary Payment

1. 1.a Help towards your rent  Yes  No
- 1.b Help towards other rental costs\*  Yes  No
2. Help towards your Council Tax  Yes  No
3. Do you have rent arrears  Yes  No If so, how much? £
4. Do you have Council Tax arrears  Yes  No If so, how much? £

If you have answered yes to either question 3, or 4, please provide details of any recovery action that your landlord, or Council Tax has taken against you:

5. When do you wish to claim from?

6. Have you received a Discretionary Payment before?  Yes  No

If so, when?

- Discretionary Payments can help you with other rental costs, such as deposits, rent in advance or removal costs. Please use Section F, part 7 to tell us more.

**SECTION C – Anyone else who lives with you**

Please continue on a separate page if necessary

	1	2	3	4
Name:				
Date of Birth:				
Relationship to you:				
Income:				

Are you expecting a baby?     Yes     No    If so, what date is your baby due?   

**SECTION D – Details of your household income and capital\***

1. Type of Income (Wages, Pensions, Benefits, Maintenance)	You		Your Partner	
	Amount	Frequency	Amount	Frequency

2. Savings – Please include any Bank/Building Society Accounts, PEP's, Savings Certificates, Bonds, Shares, etc.	You		Your Partner	
	Amount	Frequency	Amount	Frequency

\* If you claim Universal Credit, you must provide your most recent award letter.

**SECTION E – Your expenditure**

<b>OUTGOINGS</b>	<b>AMOUNT YOU PAY</b>	<b>HOW OFTEN</b>	<b>AMOUNT YOU OWE</b>
Rent		Weekly/Monthly	
Council Tax		Weekly/Monthly	
Mortgage		Weekly/Monthly	
Food		Weekly/Monthly	
Clothing		Weekly/Monthly	
School Dinners		Weekly/Monthly	
Gas		Weekly/Monthly	
Electricity		Weekly/Monthly	
Water		Weekly/Monthly	
Other Fuel costs		Weekly/Monthly	
Telephone		Weekly/Monthly	
Internet		Weekly/Monthly	
TV Licence		Weekly/Monthly	
TV/Other rental		Weekly/Monthly	
Buildings/Contents Insurance		Weekly/Monthly	
Life Insurance		Weekly/Monthly	
Travel		Weekly/Monthly	
Car Insurance		Weekly/Monthly	
Road Tax		Weekly/Monthly	
Petrol		Weekly/Monthly	
Alcohol/Tobacco		Weekly/Monthly	
Bank Loan		Weekly/Monthly	
Other Loan		Weekly/Monthly	
Entertainment		Weekly/Monthly	
Holidays		Weekly/Monthly	
Savings		Weekly/Monthly	
Other (Please detail)		Weekly/Monthly	
<b>TOTAL</b>	£		£

**SECTION F – Additional Information**

1. Do you have any friends or family who can help you financially, or can help you with accommodation?  Yes  No

2a. Do you, or any members of your household have any disabilities or health problems, or does your property have any modifications made for a disabled resident to use?  Yes  No

If yes, please give details below:

2b. Do these disabilities/health problems mean that you incur extra expense on a regular basis?  Yes  No

If yes, please give details below:

3. Have you contacted the Citizens Advice Bureau or any similar organisation for any of the following:

Debt Advice:  Yes  No

Housing Advice:  Yes  No

Advice on managing your finances:  Yes  No

Benefits check:  Yes  No

Advice on reducing your expenditure e.g. best fuel tariffs:  Yes  No

Help with Alcohol/Drug Issues:  Yes  No

Help with any other welfare issues:  Yes  No

If you have answered yes to any of the above, please give details below on the advice that you were given, and what action you have taken to follow that advice:

4. Have you considered moving to cheaper accommodation?  Yes  No

4a. If yes, what have you done about this? Please give details below.

4b. If no, why have you not considered alternative accommodation? Please give details below:

5. Do you have any specific travel requirements?  Yes  No

If yes, please give details below:

6. Please explain what steps you have taken to alleviate your difficulties/hardship:

7. Please give any other information which you think will help to support your application.  
(Please include any personal circumstances, bereavements, mental health problems, addictions, learning difficulties etc.)

**If you rent from a private landlord, please continue to Section G**

**SECTION G – For Private Tenants applying for help with their rent only**

1. Have you tried to negotiate a lower rent with your landlord?  Yes  No

If yes, what was the outcome:

2a. Have you moved house in the last 12 months?  Yes  No

If yes, why did you leave your previous home:

2b. Did you check the Local Housing Allowance rate that you were entitled to before accepting the tenancy at your new property?  Yes  No

3. Did you have rent arrears on the property you lived in before?  Yes  No

If yes, how much? Give details below

4a. Are you on any Housing Association waiting lists?  Yes  No

4b. If so, have you placed a bid on any available properties?  Yes  No

If yes, what have you done, and how many have you placed bids on? If not, why not? Give details below:

5. Have you had a council property before?  Yes  No

If yes, why did you leave?

6. Are you registered with Housing Associations?  Yes  No

If yes, who are you registered with? – Please provide your reference number for each Housing Association:

**SECTION H – For Universal Credit claimants only**

If you are claiming Universal Credit, and you want additional help with your rent, the Local Authority may not have access to some information it will need to determine if you are eligible for a payment.

- You must supply proof of the rent you are liable to pay. This can be your Tenancy agreement, or some other confirmation of your payments. We then compare this to the amount of Housing Costs you already get as part of your Universal Credit award. Please note that if you don't get any housing costs on your UC award, we can only consider you for help with any Council Tax you have to pay.
- In addition, if you do get an award, this will be paid directly into an account you nominate. Ideally, this should be the account you receive your Universal Credit payments into.
- If you have an Alternative Payment Arrangement in place (so your housing costs are paid directly to your landlord) we can also pay any discretionary award to your landlord too.

Please confirm the payee details below:

Name of Account Holder	
Account Number	
Sort Code	

**PLEASE CONTINUE TO THE DECLARATION ON THE NEXT PAGE...**



## DECLARATION

Even if someone else has filled in the form for you, you **must** sign this declaration. If you have a partner, please ask them to sign also, to confirm that all the details about them are correct.

**Please read this declaration carefully before you sign and date it**

- **I declare** that the information that I have put on this form is correct, complete and true to the best of my knowledge.
- **I know** I must let the Benefits department know about any change in my circumstances that may affect my application.
- **I understand** the following:-

**It is a criminal offence to give false information when claiming for benefit and should I give false information I may be prosecuted.**

**The Benefits department will use the information I have provided to process my claim for a Discretionary Payment. They may check the information with other sources.**

They may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or will make. They may give some information to other organisations, such as Government departments and local authorities.

**Do you believe that you are at risk of losing your home?**

Yes  No

Signature of Claimant:		Date:	
Signature of Partner:		Date:	
Contact Tel Number:			
Email Address:			

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud.

We have a duty to recover overpayments of Housing Benefit, Council Tax and Housing rent arrears and may use certain information on this form to help us to do so.

**Form filled in by someone other than the person claiming:**

Name of person who filled the form in:	Signature of that person:	Date:
Relationship to you, or job title:	Their address/their employer's address:	
Contact Telephone Number		

**For more information contact tel: 01782 715500 or email: [benefits@newcastle-staffs.gov.uk](mailto:benefits@newcastle-staffs.gov.uk)**

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